

## TIPS FOR RESOURCE ALLOCATION SELECTION SYSTEM (RASS)

Please read ALL instructions carefully before starting the RASS process. Also see itemized instructions in the attached *RASS Quick Reference - CPD Candidate*.

**1. Login to RASS and create forms.** It is your responsibility to create your own travel and training forms in RASS (<http://cpol.army.mil/librarytrain/rass/>) so that the forms can be approved by the date given in your Notification of Selection letter. The RASS process requires a **minimum of ten working days**.

a) **DD Forms 1556/1610 Training/TDY Request** - All candidates must complete DD 1556. This form provides documentation of your training and is used to pay the registration fee for your training. Complete DD 1610 if your training includes travel away from your duty station.

b) **SF 1164 Local Travel Form** - RASS will provide prompts for completing this form if your training does not require travel away from your duty station and you're requesting reimbursement of local travel.

**2. Tuition or Registration.** It is best if ACTEDS pays the registration fee with the DD 1556. Select **Yes** on Question #21 when creating your DD 1556 and include the registration fee in the amount entered for *a*. Include only the registration fee. Select **Yes** on Question #12 when creating your DD 1610 if you expect to have other costs such as parking fees or official long distance phone calls. Enter the estimate of these costs.

NOTE: Please contact us if there is a problem with ACTEDS paying the registration fee with the DD 1556.

**3. Review Forms for Completion and Accuracy.** Forms that are incomplete or inaccurate are returned as disapproved and take additional time for everybody involved. Answers to common FAQs:

a) Question #2, DD 1610 - Do not include leave days in the approximate number of TDY days required for training.

b) Question #6, DD 1610 - Select **Yes** only if you will be leaving from a location other than your home or office.

c) Question #7, DD 1610 - The itinerary should include only the original departure location and the training location.

d) Question #8, DD 1610 - Give the government travel office quote for airline ticket cost. If you are driving your own vehicle, check **d** and then *Mileage reimbursement and per diem is limited to the constructive cost ...* Include the actual mileage of your travel (you can use Mapquest) -- the rate will be determined for you. Estimate cost of local transportation to and from the airport. If you are not driving or traveling by air, please contact this office.

**4. Supervisor Approval.** Supervisors are required to register in RASS to be eligible to approve travel and training forms. Your supervisor must have an AKO account and must complete the Personnel Data Sheet. First time users should read the instructions carefully. We've attached a copy of the *RASS Quick Reference Guide -Supervisor*. You must enter the supervisor's name and email address when completing your forms in RASS. Your supervisor will receive an email notice with a link to RASS. Your supervisor must login to RASS to approve the form(s).

Currently, NAF personnel cannot access RASS, and although military personnel can now access RASS, there are still problems. Therefore, if your supervisor is NAF or military, that person should designate an appropriate APF civilian to approve the forms. This may include your MACOM/Regional librarian.

**5. Check Status.** RASS automatically routes your forms to your supervisor, the Career Program 34 office, and the ACTEDS Budget Analyst for approval. Verify that your supervisor approves your form as soon as possible. The form does not progress through RASS without your supervisor's approval. Check the status of your form periodically to see that it is moving through the approval process. It is your responsibility to retrieve the approved copies prior to your training. When "**Approved by BA**" appears in the Status column in RASS, click on the **pdf** icons to retrieve your forms. The signed and approved pdf forms generated by RASS are identical to the standard DD 1556 and DD 1610 print forms.

a) DD 1556. There must be a fund citation (long string of numbers) in Block 27 and the actual signature of the G-1 fiscal officer in Block 29. There must be signatures in Blocks 32, 33 and 34. The registration fee must be in Blocks 25a, 25c and 30.

b) DD 1610. There must be signatures in Blocks 17, 18 and 20. There must be a fund citation in Block 19.